



City of Albuquerque

Department of Finance and Administrative Services

Martin Chávez, Mayor

INTER-OFFICE MEMORANDUM

Date: 31 October 2005

TO: James B. Lewis, Chief Administrative Officer

FROM: Sandra Doyle, Director, DFAS

SUBJECT: **RFP AD HOC COMMITTEE REVISED:** RFP06-006-SV, "Casualty Insurance Adjuster: Vehicular, Liability and Collision Claims"

The purpose of this memo is to name members to the RFP Ad Hoc Advisory Committee. Listed below are individuals whom I recommend to serve as members to review and evaluate the proposals.

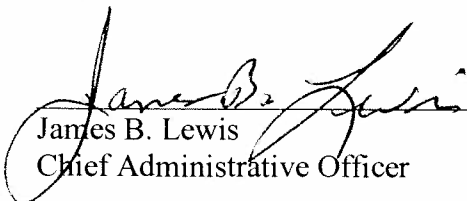
Dave Tinley, Daniels Insurance
Randy Audio, Legal
Anne Moureau, Risk Management
Frank Quintana, Safety Manager, Solid Waste Management Department
Lt. Paul Romero, APD Operations – Chairman Safety Committee/Accident Review

Please note that Dennis Pratt, Solid Waste Management Department was the original member but is unable to attend scheduled meetings due to conflicting schedule and is being replaced by Frank Quintana.

Ms. Sandy Vescovi, Contracting Supervisor, DFAS/Purchasing Division (or her designee) will manage the procurement and serve as technical advisor to the committee.

I respectfully request your approval of this committee in order to begin the evaluation process.

APPROVED"


James B. Lewis
Chief Administrative Officer

(Date)

Original: Sandy Vescovi, DFAS/Purchasing